

MEMORANDUM FOR: Compensation and Tax Division
Office of Finance

SUBJECT : Approval of Advanced Sick Leave
for

Personnel

1. Approval of requested advanced sick leave is granted to
Subject employee for 240 hours.

2. This leave is approved subject to the following:

- a. All accumulated sick leave and all accumulated annual
leave accrued in excess of 160 hours has been exhausted.
- b. Certificate from the attending physician must be
forwarded immediately by your office to this office.
The nature of illness and the estimated date the
employee will be able to return to duty should be
stated on the certificate.
- c. The amount of sick leave advanced will be earned and
repaid upon return to duty.
- d. Employee will call Office of Medical Services,
Extension upon return to duty.

Chief, Benefits and Services Division
Office of Personnel

Copies to:
Chief, Administrative Office
Official Personnel File

NOTE: This approval is limited to this specific illness only.
Any unused leave that has been advanced is to be cancelled
upon Subject's return to duty.

81-1176

10 JUN 1981

MEMORANDUM FOR: Director of Personnel

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Request for Advance Sick Leave -
[redacted]

1. [redacted] has requested 240 hours of advance sick leave during the period she is on maternity leave. As of 1 May 1981, [redacted] leave balances were 0 hours sick and 1 hour annual. A doctor's statement indicating her last working day as 26 June is attached.

2. It is recommended that you approve [redacted] request for 240 hours of advance sick leave.

[redacted]
Harry E. Fitzwater

Att

APPROVED:

Director of Personnel

Date

Distribution:

Orig - Return to OL/P&TS

2 - DDA

1 - D/Pers

Originating Office:

/s/ James H. McDonald

Director of Logistics

3 JUN 1981

Date

STAT

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